# Style Manuals and Citation Guides

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## Introduction

Style manuals have evolved from early printers' manuals into tools for authors, editors, and students. They range from general style manuals to those intended for use within a specific discipline, or even within the pages of a single journal.

Most style manuals contain much more than examples of footnotes and bibliographies. Advice on grammar and punctuation, tips on conducting research, and recommendations on the appearance of the finished paper are commonly found. Thus, the distinction between the style manual and the writing guide can be subtle.

Included in the following list are all-purpose style manuals, specialized manuals, bibliographies which may be consulted in order to locate additional manuals, and several guides to term paper writing and manuscript preparation.

## Basic Guides for Undergraduates

**MLA Handbook for Writers of Research Papers**. 6th ed. New York: Modern Language Association of America, 2003.
*Perkins Reference Desk and Lilly Ready Reference 808.02 G437 M685 2003*. Also held in Music and Law. Older editions in Divinity and Perkins stacks.
Updates and details about citing web pages **available online**.

> Originating from the 1951 MLA Style Sheet, the Handbook is intended for undergraduates. Its organization follows the steps one might take in writing a research paper: the research process, mechanics, format, bibliography style, documentation sources, etc. Includes examples of bibliographic citation along with sample typescript pages.

**Publication Manual of the American Psychological Association (APA)**. 5th ed. Washington, D.C.: American Psychological Association, 2001.
*Perkins Reference Desk and Lilly Ready Reference 808.06615 P976 2001*. Also in Medical Center Reference. Earlier editions in Perkins stacks, Ford, and Medical Center.
Updates and details about citing web pages **available online**.
APA also sponsors a web site, **Electronic References**, which addresses the issue of citing information gathered from electronic media.

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Addresses APA publications and members of graduate and undergraduate psychology departments. Other academic disciplines have adopted this manual as well.

**Chicago Manual of Style**. 15th ed. Chicago: University of Chicago Press, 2003.
*Perkins Reference Desk 655.25 C532MA, Lilly Ready Reference 655.25 C532MA.* Also held in Vesic, Bio-Environmental Sciences, Divinity, Marine, Music. Earlier editions in Chemistry, Vesic, Law, Medical, Perkins stacks, and Special Collections.

The Chicago Manual supports two documentation styles: one for the arts and humanities and one for the social sciences. It stress common sense and flexibility in written style and documentation. The 14th edition contains more examples of documentation than previous editions in addition to enlarged discussion of the role of computers in the writing and publishing process.

Turabian, Kate. L. **A Manual for Writers of Term Papers, Theses, and Dissertations**. 6th ed. Chicago: University of Chicago Press, 1996.
*Perkins Reference Desk and Lilly Ready Reference 808.02 T929 M294 1996.* Also held in Perkins stacks, Divinity, Vesic, Music, Ford, Medical Center, and Law.

Based on the *Chicago Manual of Style*, Turabian's manual is used frequently in colleges and universities.

## Duke Graduate School Guide

**Guide for the Preparation of Theses and Dissertations**. Durham, N.C.: Graduate School, Duke University, 2002. http://www.gradschool.duke.edu/forms/thesis.pdf.
*(1998 edition: Perkins Reference Desk 808.02 D877 G946 1998)*

Includes instructions and samples of forms for submitting theses and dissertations to the Graduate School at Duke University. Also in Biology and Environmental Science, Medical Center, Lilly, Divinity, and Vesic.

## General Style Manuals

**Chicago Manual of Style**. 15th ed. Chicago: University of Chicago Press, 2003.
*Perkins Reference Desk 655.25 C532MA, Lilly Ready Reference 655.25 C532MA.* Also held in Vesic, Bio-Environmental Sciences, Divinity, Marine, Music. Earlier editions in Chemistry, Vesic, Law, Medical, Perkins stacks, and Special Collections.

The Chicago Manual supports two documentation styles: one for the arts and humanities and one for the social sciences. It stress common sense and flexibility in written style and documentation. The 14th edition contains more examples of documentation than previous editions in addition to enlarged discussion of the role of computers in the writing and publishing process.

Turabian, Kate. L. **A Manual for Writers of Term Papers, Theses, and Dissertations**. 6th ed. Chicago: University of Chicago Press, 1996.

*Perkins Reference Desk and Lilly Ready Reference 808.02 T929 M294 1996.* Also in Biology and Environmental Science, Divinity, Vesic, Marine Lab, Music, Ford, Law, and Medical Center.

Based on the *Chicago Manual of Style*, Turabian's manual is used frequently in colleges and universities.

**Style Manual for Authors, Editors, and Printers**. 5th ed. Canberra, Australia: Australian Govt. Pub. Service, 1996.
*Perkins 808.066 S938 1996*

Based on the Harvard Style, used widely in Australia and the United Kingdom.

**Harvard or Author-Date System**

[Harvard Style Examples](#)

Fleischer, Eugene B. **A Style Manual for Citing Microform and Nonprint Media**. Chicago: American Library Association, 1978.
*Perkins and Lilly Reference 808.02 F596 S938*

This manual is designed to be a "companion to any one of the style manuals for the writing of research papers and theses." In addition to citations for video recordings, motion pictures, and slides, sample citations are given for materials--such as dioramas, games, globes, flash cards, and realia--that other manuals typically do not mention. Also in Law Reference.

Mullins, Carolyn J. **The Complete Manuscript Preparation Style Guide**. Englewood Cliffs, N.J.: Prentice-Hall, 1982.
*Perkins 808.02 M959 C737 1982*

Of particular note are chapters 6, 7, and 8, which discuss fourteen common styles. A helpful bibliography lists major and minor styles plus numerous other guides to good writing. Also includes a primer on copyright and permissions.

Strunk, William and White, E. B. **The Elements of Style**. 4th edition. New York: Longman, 2000 and Boston: Allyn and Bacon, 1999.
*Perkins Reference 808 S927 E38 2000  and Lilly Reference 808 S927 E38 1999.* Also in Music and Medical Center. Earlier editions in Perkins, Bio-Enviro. Sciences, Divinity, Vesic, Chemistry, Marine, Ford, and Law.
1918 edition available through [Project Bartleby](#).

The classic resource for style and grammar.

Campbell, William Giles et al. **Form and Style: Theses, Reports, Term Papers**. 7th ed. Boston: Houghton Mifflin, 1986.
*Perkins 808.02 C192 F723 1986.*  Earlier editions in Perkins Stacks and Chemistry.

This general guide to writing papers covers the basics of research, format, documentation, and mechanics.

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## Electronic Resources

*The basic guides now cover citing electronic resources, including web pages. Use the tools listed here for more details about electronic resources.*

Harnack, Andrew and Eugene Kleppinger. **Online! A Reference Guide to Using Internet Sources**, 2001.

Use the "Citation Styles" section for information about how to cite electronic media such as web pages, listerv and chat room postings, and email messages. Covers MLA, APA, Chicago, CBE, and other styles.

Walker, Janice R. and Todd Taylor. **Columbia Guide to Online Style**. New York: Columbia University Press, 1998.
*Perkins Reference Desk and Lilly Ready Reference 808.027 W181 C726 1998.* Also held in Divinity, Ford and Law.
Some content available online.

Part one is a detailed section on citing electronic resources. Examples are given for humanities and scientific styles. Part two focuses on electronic style.

Li, Xia and Nancy B. Crane. **Electronic Styles: A Handbook for Citing Electronic Information**. Medford, N.J. : Information Today, 1996.
*Perkins Reference Desk 808.027 L788 E38 1996.* Also held in Divinity, Vesic, Ford, Law, and Medical Center.

A detailed guide to citing electronic sources.

Hale, Constance. **Wired Style: Principles of English Usage in the Digital Age**. New York: Broadway Books, 1999.
*Perkins 004.03 W798 1996*

A hip and irreverent style guide.

Radford, Marie L., Susan B. Barnes, and Linda R. Barr. **Web Research: Selecting, Evaluating, and Citing.** Boston: Allyn and Bacon, 2002.
*Perkins 025.04 R128 W364 2002*

Chapter six covers "When and How to Cite Web Sources" for the humanities and scientific research.

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## Journal-Specific Styles

Those intending to submit their work to a specific journal should be aware of the publication's stylistic requirements. Often each issue includes information for authors. Several of the guides in this list, particularly Mullins (under *General Style Manuals*) and Howell (under *Bibliographies of Style Manuals*), will help in locating issues that contain more detailed style requirements.

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## House Manuals

Most publishing houses produce style manuals as guides for their authors and editors. Several firms' manuals appear below, as they have attracted some outside use.

Ritter, R. M. **The Oxford Guide to Style.** (rev. and enlarged edition of *Hart's Rules for Compositors and Readers at the University Press, Oxford.*) Oxford, New York: Oxford University Press, 2002.
*Perkins Reference 808.027 R615, O98, 2002.* Earlier edition (*Hart's Rules)* in Perkins stacks.

Longyear, Marie. **McGraw-Hill Style Manual: A Concise Guide for Writers and Editors**. New York: McGraw-Hill, 1983.
*Perkins  and Lilly Reference 808.02 M147 1983*

Covers the mechanics of writing and manuscript preparation. Also in Ford and Lilly Reference.

**Webster's Standard American Style Manual**. Springfield, Mass.: Merriam-Webster, c1985.
*Perkins 808.02 W385 1985*

Covers punctuation, documentation, typography, etc.

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## Bibliographies of Style Manuals

The following resource will be useful in locating manuals that specific disciplines or publications use. Other sources, such as chapters 6-8 of Mullins's guide (under General Style Manuals), provide similar information.

Howell, John Bruce. **Style Manuals of the English-Speaking World**. Phoenix, Ariz.: Oryx, 1983.
*Perkins 016.80802 H859 S938 1983*

This annotated bibliography arranges general and specialized manuals according to discipline. Covers in two broad sections general style manuals, and subject-specific ones ranging from Agriculture to Zoology.

*The online catalog may be useful in locating additional style manuals. Some appropriate subject headings are:*

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Authorship--Style manuals
Bibliographical citations
Electronic publishing--Handbooks, manuals, etc.
Manuscript preparation
Report writing--Handbooks, manuals, etc.
Research--Handbooks, manuals, etc.
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# Biology

**Scientific Style and Format: the CBE Manual for Authors, Editors, and Publishers**. 6th ed. Cambridge: Cambridge University Press, 1994.
*Perkins Reference Desk and Biol.-Enviro. Sci. Reference, 808.0666 S416 1994*. Also in Chemistry Reference, Marine Lab and Medical Center Reference.

> The 6th edition of this guide now covers all scientific disciplines except for technological fields not closely related to experimental and observational science. It covers styles, mechanics, and special scientific conventions. The section describing how to write and submit papers for journal publication has been removed to allow for the inclusion of more disciplines.

# Chemistry

Dodd, Janet S. **The ACS Style Guide: A Manual for Authors and Editors**. 2nd ed. Washington, DC: American Chemical Society, 1997. *Chemistry Reference 808.06654 A187 1997*

# Engineering

**ASTM Style Manual**. Philadelphia: Committee on Publication, American Society for Testing and Materials, 1973.
*Vesic Reference 651.7402 A512 A855 1973*

# Government

United States. Government Printing Office. **Style manual, 2000**. Washington: G.P.O., 2000.
*Perkins Public Documents and Law Documents,* GP 1.23/4:ST 9/2000

> Primarily a printer's tool, writers often the GPO manual useful. Particularly helpful are its many lists and a guide to the typography of foreign languages.

**Complete Guide to Citing Government Information Resources: A Manual for Writers and Librarians**. Rev. ed. Bethesda, Md.: Congressional Information Service, c2002.
*Perkins Documents Reference and Lilly Ready Reference 016.015 G234 C737 2002.* Also in Law and Medical Center.

> In addition to detailed information on U.S. government documents, other chapters address state, regional, and international documents. Includes brief bibliographies of style manuals and "standard government documents reference sources."

**United Nations Editorial Manual**. New York: Department of Conference Services, United Nations, 1983.
*Perkins UN Documents ST/DCS/2*

Primarily for use in the production and publication of United Nations Documents, this manual addresses mainly English language style. Includes sections on usage, spelling, capitalization, planning tables, preparing maps for inclusion in text, and other matters.

## Health Sciences

Atlas, Michel C. **Author's Handbook of Styles for Life Science Journals**. Boca Raton: CRC Press, 1996. *Bio-Enviro. Science 808.06661 A881 A939 1996 Med Center Reference WZ345 At65a 1996.*

Fondiller, Shirley. **The Writer's Workbook: Health Professionals' Guide to Getting Published.** Sudbury, MA: Jones & Bartlett, 1999. *In NetLibrary: http://www.netlibrary.com/.*

O'Connor, Andrea B. **Writing for Nursing Publications**. Thorofare, N.J.: Slack, 1988. *Durham Regional Hospital 971230(ahs) accession# 8624*

## Humanities

**MLA Handbook for Writers of Research Papers**. 6th ed. New York: Modern Language Association of America, 2003.
*Perkins Reference Desk and Lilly Ready Reference 808.02 G437 M685 1998.* Also held in Music and Law. Earlier edition in Divinity.
Updates and details about citing web pages **available online**.

Originating from the 1951 MLA Style Sheet, the Handbook is intended for undergraduates. Its organization follows the steps one might take in writing a research paper: the research process, mechanics, format, bibliography style, documentation sources, etc. Includes examples of bibliographic citation along with sample typescript pages.

**MLA Style Manual and Guide to Scholarly Publishing**. 2nd ed. New York: Modern Language Association of America, 1998.
*Perkins Reference Desk 808.02 A179 M685 1998.* Also in Ford and Special Collections.
Updates and details about citing web pages **available online**.

This MLA guide is intended for graduate students. Chapters include "Guidelines for author-publisher relations," "Copyright," and "Preparation of Theses and Dissertations," in addition to the usual sections on mechanics and documentation format.

Maney, A.S. and R.L. Smallwood. **MHRA Style Book**. 2nd ed. London: Modern Humanities Research Association, 1978.
*Perkins 808.02 M617 1978*

The **MLA Handbook**'s British cousin.

## Journalism

In newspaper publishing, style manuals ensure consistency and conformity in matters as mundane as capitalization and as arcane as whether the paper will use kaffeklatsch or coffee klatch. The United States boasts four major journalistic style manuals.

Goldstein, Norm. **The Associated Press Stylebook and Libel Manual : Including Guidelines on Photo Captions, Filing the Wire, Proofreaders' Marks, Copyright.** Reading, Mass.: Perseus Books, c1998.
*Ford Reference PN4783 .A83 1998b.* Earlier edition in Perkins.

In wide use among newspapers, this manual features a dictionary format and includes instructions on everything from setting up a box score to filing a story on the wire. Contains the usual rules for punctuation and such.

**New York Times Manual of Style and Usage**. New York: Times Books, 1999.
*Perkins Reference* 808.027 S571, N567, 1999
*Law Reference* PN4783 .J6 1999. Earlier edition in Ford.

Similar in arrangement, but different in content, from the **Associated Press Stylebook**.

**Washington Post Deskbook on Style**. New York: McGraw-Hill, 1978.
*Perkins 651.7402 W319*

Entirely different in format from the above two manuals, this one includes essays by such luminaries as Ben Bradley and Charles Seib, plus helpful information on writing in general and for the Post in particular.

MacDonald, Ron. **Broadcast News Manual of Style**. 2nd ed. New York: Longman, 1994.
*Perkins Reference 808.02 M135 B863 1994*

This manual pertains to broadcast rather than print journalists. It addresses script layout, writing and presenting news, pronunciation, and word usage.

## Law

**The Bluebook: A Uniform System of Citation**. Cambridge, Mass.: Harvard Law Review Association, 2000.
*Law Reference* KF245 .U55 2000. Older editions in Perkins and Ford.

This is the prescribed citation manual for Duke law students.

Dickerson, Darby. **ALWD Citation Manual: A Professional System of Citation.**
Gaithersburg, MD : Aspen Law and Business, 2000. *Law Reference KF245 .A45 2000*

## Military History

**Style Guide for Military History**. Washington, D.C.: Editorial Branch, Center of Military History, Department of the Army, 1981.
*Perkins Reference 686.2252 C397 S938*

## Music

Helm, Ernest Eugene. **Words and Music: Form and Procedure in Theses, Dissertations, Research Papers, Book Reports, Programs and Theses in Composition**. Hackensack, N.J.: Boonin, 1971.
*Music Reference 781.98 H478W*

> Also in Music stacks.

Wingell, Richard. **Writing About Music: an Introductory Guide**.  Upper Saddle River, NJ: Prentice Hall, 2002.
*Music 808.06678 W769 W956 2002*

## Physics

American Institute of Physics.  **AIP Style Manual**. 4th ed. New York: American Institute of Physics, 1990.
*Vesic Reference 808.06653 A512 A297*. Older editions in Vesic and Chemistry.

> "For guidance in writing, editing, and preparing physics manuscripts for publication."

## Political Science

Scott, Gregory M. and Stephen M. Garrison. **Political Science Student Writer's Manual**. Englewood Cliffs, NJ: Prentice Hall, 1995.
*Perkins Reference 808.06632 S426 P769 1995*

> Includes a large section about writing different types of political science papers, from book reviews to public opinion survey papers.

## Psychology

**Publication Manual of the American Psychological Association**. 5th ed. Washington, D.C.: American Psychological Association, 2001.

*Perkins Reference Desk 808.06615 P976 2001.* Also in Medical Center. Earlier editions in Perkins stacks, Ford, and Medical Center.

> Addresses APA publications and members of graduate and undergraduate psychology departments. Other academic disciplines has adopted this manual as well.

Sternberg, Robert J. **The Psychologist's Companion: A Guide to Scientific Writing for Students and Researchers**. 3rd ed. Cambridge: Cambridge University Press, c1993. *Perkins Reference 808.06615 S839 P974 1993*

> This guide offers formal instruction for writing psychology papers. Also covers grant proposals and book proposals. Older edition in Perkins stacks.

## Sociology

American Sociological Association. **ASA Style Guide.** 2nd ed. Washington, DC: ASA, 1997. *Perkins Reference 301.014 A512 A798 1997*

Richlin-Klonsky, Ruth et al., **A Guide to Writing Sociology Papers.** 4th ed. New York: Worth, 2001. *Perkins Reference 808.066301 G946 2001*

MLA Style    Chicago Style    CBE Style    Other Styles

# Using Principles of APA Style to Cite and Document Sources

The fifth edition of the *Publication Manual of the American Psychological Association* (2001) provides documentation advice for writers in the social sciences. Written primarily for authors preparing manuscripts for professional publication in scholarly journals, the manual discusses manuscript content and organization, writing style, and manuscript preparation. It also offers advice for student writers in an appendix.

The *Publication Manual* instructs writers to document quotations, paraphrases, summaries, and other information from sources as follows: "Document your study throughout the text by citing by author and date the works you used in your research. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article" (p. 207). When using APA style, consult the *Publication Manual* for general style requirements (e.g., style for metric units) and for advice on preparing manuscripts and electronic texts. This chapter follows the conventions of APA citation style.

## 6a    Using principles of APA style to cite Internet sources    ▲TOP

The *Publication Manual* gives guidelines for making in-text references to print sources. The following section shows how you can apply the same principles to citing online sources in your text.

### Box 6.1
### Using Italics and underlining in APA style

APA style recommends the use of italics, rather than underlining, for certain elements (e.g., book and journal titles). Use underlining only if your instructor requires it or if your word-processing program can't produce italics. However, the use of underlining to represent italics becomes a problem when you compose texts for online publication. On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active hypertext link. (All HTML editing programs automatically underline any text linked to another hypertext or Web site.)

When composing Web documents, avoid underlining. Instead, use italics for titles, for emphasis, and for words, letters, and numbers referred to as such. When you write with programs such as email that don't allow italics, type an underscore mark _like this_ before and after text you would otherwise italicize or underline.

**1.** **Link an in-text citation of an Internet source to a corresponding entry in the References.**

In APA style, each text reference is linked to a specific entry in the list of References. The essential elements of an in-text citation are the author's last name (or the document's title, if no author is identified) and the date of publication. Information such as a page or chapter number may be added to show where in a source cited material appears.

Create an in-text reference to an Internet source by using a signal phrase, a parenthetical citation, or both a previewing sentence and a parenthetical citation.

**Using a signal phrase**   To introduce a short quotation, paraphrase, or summary, mention the author's name either in an introductory signal phrase or in a parenthetical reference immediately following the signal phrase and containing the publication date. (See 4e for a discussion of signal phrases and verbs.)

> **signal phrase**
>
> ▶ Benton Foundation (1998) reported that "families who lack phone services have trouble contacting utilities and social service agencies to seek benefits for which they are qualified" (chap. 2, "Societal Priorities").
>
> **signal phrase**
>
> ▶ According to one study (Benton Foundation, 1998), low-income communities are less aggressive about demanding services from communications providers because members tend not to see much value in new technologies (chap. 2 "Lack of Political Clout").

Here is the References entry for this source:

> ▶ Benton Foundation (1998). *Losing ground bit by bit: Low-income communities in the information age* [Electronic version]. Retrieved June 27, 2001, from http://www.benton.org/Library/Low-Income/two.html

**Using a parenthetical citation after cited material**   Place the author's name and the source's date of publication in parentheses immediately after the end of the cited material.

> ▶ Families with no telephone service have difficulty accessing social services for which they are qualified (Benton Foundation, 1998, chap. 2, "Societal Priorities").

**Using a previewing sentence and a parenthetical citation**  To introduce and identify the source of a long quotation (one comprising 40 or more words), use a previewing sentence that names the author and ends in a colon. By briefly announcing the content of an extended quotation, a previewing sentence tells readers what to look for in the quotation. Indent the block quotation five spaces (or one paragraph indent). At the end of the quotation, after the final punctuation mark, indicate in parentheses any text division that indicates the quotation's location in the source document.

H. R. Varian (1997, June 11) suggested one way a professional organization might develop and publish an electronic journal:

> First, the journal assembles a board of editors. The function of the board is not only to provide a list of luminaries to grace the front cover of the journal; they will actually have to do some work.
>
> Authors submit (electronic) papers to the journal. These papers have 3 parts: a one-paragraph abstract, a 5-page summary, and a 20- to 30-page conventional paper. The

abstract is a standard part of academic papers and needs no further discussion. The summary is modeled after the *Papers and Proceedings Issue of the American Economic Review:* it should describe what question the author addresses, what methods were used to answer the question, and what the author found. The summary should be aimed at as broad an audience as possible. This summary would then be linked to the supporting evidence: mathematical proofs, econometric analysis, data sets, simulations, etc. The supporting evidence could be quite technical, and would probably end up being similar to current published papers in structure. (section 7.2)

Here is the References entry:

> ▶ Varian, H. R. (1997, June 11). The future of electronic journals. Paper presented at the 1997 Scholarly Communication and Technology Conference. Retrieved June 27, 2001 from http://arl.cni.org/scomm/scat/varian.html

## 2. Substitute Internet text divisions for page numbers.

The *Publication Manual* (2001) requires that, in citing a print source, "[you] give the author, year, and page number in parentheses" (p. 120). Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has numbered internal divisions (such as sections or paragraphs), use these instead of page numbers in your citation, making use of the ¶ symbol or the abbreviations *chap.* and *para.* Be sure to use divisions inherent in the document and not those provided by your browsing software.

> ▶ J. McGann (1995) pointed out that even decentered hypertexts are nevertheless always ordered: "To say that a HyperText is not centrally organized does not mean--at least does not mean to me--that the HyperText structure has no governing order(s), even at a theoretical level" *("Coda: A Note on the Decentered Text").*

Here is the References entry:

> ▶ McGann, J. (1995). The rationale of HyperText. Retrieved June 27, 2001, from University of Virginia, Institute for Advanced Technology in the Humanaties Web site http://jefferson.village.virginia.edu/public/jjm2f/rationale.html

## 3. Use source-reflective statements to show where cited material ends.

Many Internet sources appear as single screens. To let your readers know where your use of a single-screen Internet source with no text divisions ends, use a *source-reflective statement.*

Source-reflective statements give you an opportunity to assert your authorial voice. Writers use source-reflective statements to provide editorial comment, clarification, qualification, amplification, dissent, agreement, and so on. In the following example, the absence of a source-reflective statement creates uncertainty as to whether the writer has finished citing an Internet source or has merely moved from quoting directly to paraphrasing.

> ▶ Sosteric (1996, Introduction) has noted that "exponential growth of the primary literature coupled with an explosive growth in the cost of distributing scholarly information has put serious strain on the financial resources of libraries and universities." This demand for and cost of distributing primary literature suggests that we can expect more electronic journals to appear online in the next few years—surely a benefit to scholarly communication.

In the next example, the writer has added a source-reflective statement to show that use of the source has ended.

```
▶ Sosteric (1996, Introduction) has noted
   that "exponential growth of the primary
   literature coupled with an explosive growth
   in the cost of distributing scholarly information
   has put serious strain on the financial
   resources of libraries and universities."
 ┌[Sosteric's observation suggests that the
 │ demand for and cost of distributing primary
 │ literature means we can expect more
 │ electronic journals to appear online in the
 │ next few years--surely a benefit to
 │ scholarly communication.
 └──────────── source-reflective statement
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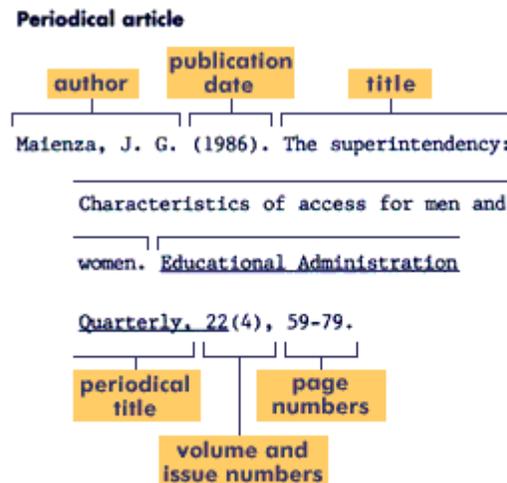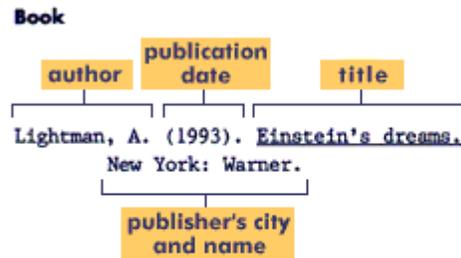
Here is the References entry:

> ▶ Sosteric, M. (1996). Electronic journals: The grand information future? *Electronic Journal of Sociology, 4* (1). Retrieved June 27, 2001, from http://www.sociology.org/content/ vol004.001/sosteric.html

**6b    References**                                              ▲ TOP

When using APA style, place a list of cited sources, arranged alphabetically, after the text of your essay but before any appendixes or explanatory notes. The *Publication Manual* (1994) gives the following general models for References entries:

**Book**



```
              publication
author          date              title
┌──────┐   ┌──────────┐        ┌────────┐
Lightman, A. (1993). Einstein's dreams.
         New York: Warner.
              └───────────────┘
              publisher's city
              and name
```

**Periodical article**



```
              publication
author          date              title
┌──────┐   ┌──────────┐        ┌────────┐
Maienza, J. G. (1986). The superintendency:

Characteristics of access for men and

women. Educational Administration

Quarterly, 22(4), 59-79.
         └────────┘  └──┘ └──┘
         periodical       page
           title        numbers
              volume and
              issue numbers
```

The *Publication Manual* also presents numerous variations that accommodate a variety of print sources (e.g., translations, government documents). For detailed information on creating a References list, see Chapter 3 of the *Publication Manual*, "APA Editorial Style."

Extending the citation practice of the *Publication Manual* to include Internet sources produces the following model:

**Online document**

▶ Author's name (last name, first and any middle initials). (Date of Internet publication). Document Title. Title of complete work [if applicable]. Retrieval statement.

**Box 6.2
Using hypertext to document sources on the Web**

The hypertext environment of the World Wide Web doesn't just alter the way you do research, it also lets you document sources in a new way—by using hypertext links. Electronic journals published on the Web are already replacing traditional notes, References listings, appendixes, and other supporting text with links to the documents being cited. To read more about hypertext documentation, see Chapter 9 in the book. For an example of how it works, see the sample paper for this chapter (described in 6c), or look at articles published in the *Electronic Journal of Sociology* at <http://www.sociology.org>.

Internet sources differ in the kinds of information that are important for retrieval, and the model for each type of source reflects the information needed to retrieve that source. The following models

enable you to document Internet sources in a manner consistent with the principles of APA style.

## 1. World Wide Web site

The *Publication Manual* notes that "the vast majority of Internet sources cited in APA journals are those that are accessed via the Web" (p. 269). It instructs authors using and citing Web sources to observe the following guidelines:

- Where possible and relevant, provide URL references to specific documents rather than home or menu pages.
- Provide URLs that work.

If your paper will be available online as an updateable hypertext essay, make a point of testing the URLs in your references regularly. Consider replacing (with a reference to a later version) or simply dropping any sources whose original URLs no longer work.

To cite an entire Web site (but not a specific document on the site), simply give the site's URL in the text:

▶ Rainbow MOO is a virtual space designed especially for teachers and their elementary-school students (http://it.uwp.edu/rainbow).

To document a specific file, provide as much as possible of the following information:

- Author's name (if available)
- Date of publication or update or date of retrieval, in parentheses
- Title or description of document
- Title of complete work (if relevant), in italics or underlined
- Other relevant information (volume number, page numbers, etc.)
- Retrieval date statement
- URL

For more specific guidance, see the various sample situations in this section.

**Book**

An online book may be the electronic text of part or all of a printed book, or a book-length document available only on the Internet.

▶ Bryant, P. (1999). *Biodiversity and Conservation* Retrieved October 4, 1999, from http://darwin.bio.uci.edu/~sustain/bio65/Titlpage.htm

**Article in an electronic journal (ejournal)**

▶ Fine, M., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist, 48,* 1141-1147. Retrieved June 7, 1999, from http://www.apa.org/journals/amp/kurdek.html

**Abstract**

▶ Isaac. J. D., Sansone, C., & Smith, J. L. (1999, May). Other people as a source of

interest in an activity. *Journal of Experimental Social Psychology, 35,* 239-265. Abstract retrieved June 7, 1999, from IDEAL database site http://www.europe.idealibrary.com

**Article in an electronic magazine (ezine)**

▶ Adler, J. (1999, May 17). Ghost of Everest. *Newsweek.* Retrieved May 19, 1999, from http://newsweek.com/nw-srv/issue/20_99a/printed/int/socu/so0120_1.htm

**Box 6.3**
**Breaking URLs in APA style**

The *Publication Manual* (p. 271) gives the following options for breaking URLs:

- After a slash
- Before a period

These instructions differ slightly from the ones in 1d-2 of this book. We suggest that, for papers written in APA style, you follow the APA's recommendations.

**Newspaper article**

▶ Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new standards for testing, high school psychology. *APA Monitor.* Retrieved October 7, 1999, from http://www.apa.org/monitor/oct99/in1.html

**Review**

▶ Parfit, M. (1997, December 7). Breathless. [Review of the book *The climb: Tragic ambitions on Everest]. New York Times on the Web.* Retrieved October 7, 1999, from http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html

**Letter to the editor**

▶ Gray, J. (1999, May 7). Pesticides linger in land and air—and in our bodies [Letter to the editor]. *Lexington Herald-Leader.* Retrieved October 7, 1999, from http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm

**Government publication**

▶ Bush, G. (1989, April 12). Principles of ethical conduct for government officers and employees. Exec. Order No. 12674. Pt. 1. Retrieved November 18, 1997, from http://www.usoge.gov/pages/laws_regs_fedreg_stats/lrfs_files/exeorders/eo12674.pdf

**2. Material from a subscription service**

To document an article or other material accessed through a library or institutional subscription service such as EBSCOhost or Lexis-Nexis, provide

- Publication information for the source
- Retrieval statement, including the name of the specific database used (do not include the

URL or name of the subscription service)

▶ Kowalski, R. M. (2002). Whining, griping, and complaining: Positivity in the negativity. Journal of Clinical Psychology, 58, 1023-1035. Retrieved November 7, 2002, from Academic Search Premier Database.

## 3. Email message

The *Publication Manual* recommends that email[1] messages from individuals be cited as personal communications (p. 214), and therefore not be included in the References. Here is how an in-text parenthetical reference to a personal email message might look.

▶ Bryan Burgin (personal communication, November 18, 1998) notified me that my proposal had been accepted.

In general, the APA discourages the inclusion in the References of communications that are not archived anywhere and therefore cannot be retrieved for verification. The *Publication Manual* (p. 214) cautions that "computer networks (including the Internet) currently provide a casual forum for communicating, and what you cite should have scholarly relevance."

Always evaluate the validity of your source, particularly if you do not personally know the author of an email message (See 4c-3 and 4d).

## 4. Web discussion forum posting

To document a posting to a **Web discussion forum**, provide the following information:

- Author's name
- Date of posting, in parentheses
- Title of posting
- Posting statement

▶ Abeles, T. (1999, May 21). Technology and the future of higher education. Formal discussion initiation. Message posted to http://ifets.gmd.de/past_archives/archiv_150499_250899/0107.html
▶ Marcy, B. (1999, April 3). Think they'll find any evidence of Mallory & Irvine? Message posted to http://everest.mountainzone.com/99/forum

## 5. Listserv message

To document a **listserv** message, provide the following information:

- Author's name
- Date of posting, in parentheses
- Subject line of posting
- Posting and archival statement

▶ Robertson, David M. (2001, June 24). Re: Lebanese cuisine books (1961, 1966) [June 2001, week 4, Msg. 18.2]. Message posted to the American Dialect Society's ADS-L electronic mailing list, archived at http://listserv.linguistlist.org/archives/ads-l.html

Note that the *Publication Manual* recommends that the term *electronic mailing list* be used instead of *listserv*.

## 6. Newsgroup message

To document information posted in a **newsgroup** discussion, provide the following information:

- Author's name (or screen name, if real name is unknown)
- Date of posting, in parentheses
- Subject line
- Posting statement

▶ Brett. (1999, June 6). Experiments proving the collective unconscious. Message posted to news://alt.psychology.jung

## 7. Real-time communication

To document a **real-time communication**, such as those posted in **MOOs**, **MUDs**, and **IRCs**, provide the following information:

- Name of speaker(s) (if known), or name of site
- Date of event, in parentheses
- Title of event (if relevant)
- Type of communication (e.g., group discussion, personal interview), if not indicated elsewhere in entry
- Retrieval statement

▶ Fox, R. (1999, February 2). ENG 301 Class MOO: Concept mapping for Web project. Retrieved February 3, 1999, from http://moo.du.org:8000
▶ Sowers, H., Fields, M., & Gurney, J. (1999, May 29). Online collaborative conference. Retrieved May 29, 1999, from LinguaMOO: telnet://lingua.utdallas.edu:8888

## 8. Telnet, FTP and gopher sites

The most common use of **telnet** is for participation in **real-time communication** (see 6b-6). Although the use of telnet for document retrieval has declined dramatically with increased Web access to texts, numerous archived documents are available only by telnet. To document a telnet site or a file available via telnet, provide the following information:

- Name of author or agency
- Date of publication, in parentheses
- Title of document
- Retrieval statement, including name of database
- Telnet address with directions for accessing document

▶ Environmental Protection Agency. (1990). About the Clean Air Act (CAA) database. Retrieved June 2, 1999, from FedWorld Information Network: telnet fedworld.gov go Regulatory Agencies

**FTP site**

To document a file available for downloading via **file transfer protocol**, provide the following information:

- Name of author or file
- Date of publication, in parentheses
- Size of document (if relevant)
- Title of document
- Retrieval statement
- Complete FTP address

> ▶ everest2.gif. (1993, April 4). 535K. Image of Mt. Everest. Retrieved June 3, 1999, from ftp://ftp.ntua.gr/pub/images/ views/sorted.by.type/Mountains/everest2.gif
> ▶ Mathews, J. (1992). Preface. In *Numerical methods for mathematics, science, and engineering.* Retrieved June 8, 1999, from ftp://ftp.ntua.gr/pub/netlib/textbook/index.html

**Gopher site**

The **gopher** search protocol brings texts files from all over the world to your computer. Popular during the early 1990s, especially at universities, gopher was a step toward the **World Wide Web**'s **hypertext transfer protocol (HTTP)**. Although the advent of **HTML** documents and their retrieval on the Web has diminished the use of gopher, many documents can still be accessed.

To document information obtained by using gopher, provide the following information:

- Author's name
- Date of online publication, in parentheses
- Title of document
- Any print publication information, italicized or underlined where appropriate
- Retrieval statement
- Gopher address with directions for accessing document

> ▶ Goody, J. (1993, Spring). History and anthropology: Convergence and divergence. *Bulletin of the Institute of Ethnology, 75* (2). Academia Sinica, 75. Retrieved June 2, 1999, from gopher://gopher.sinica.edu.tw/00/ ioe/engbull/75b.txt

**Reference**

American Psychological Association. (1994). *Publication Manual of the American Psychological Association* (4th ed.). Washington, DC: American Psychological Association.

American Psychological Association (1999, August 9). Electronic reference formats recommended by the American Psychological Association. Retrieved October 4, 1999 from the World Wide Web: http://www.apa.org/journals/webref.html

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[1]Note that the APA's preferred spelling is *e-mail*.(Return to text.)

# Using MLA Style to Cite and Document Sources

This chapter's guidelines for citing **Internet** sources are based on two sources: the *MLA Handbook for Writers of Research Papers* (2003) by Joseph Gibaldi. The *MLA Handbook* advises that you acknowledge sources "by keying brief parenthetical citations in your text to an alphabetical list of works that appears at the end of the paper" (142). Widely used by writers in literature, language studies, and other fields in the humanities, the MLA style of documentation allows writers to keep texts "as readable and as free of disruptions as possible" (143).

The *MLA Handbook* provides information about the purposes of research; suggestions for choosing topics; recommendations for using libraries; guidance for composing outlines, drafts, notes, and bibliographies; and advice on spelling, punctuation, abbreviations, and other stylistic matters. It also presents a style for documenting sources and gives directions for citing print sources in the text and preparing a list of Works Cited. Thorough acquaintance with the *MLA Handbook* will, as its author promises, "help you become a writer whose work deserves serious consideration" (xv). This chapter follows the conventions of MLA citation style.

## 5a    Using principles of MLA style to cite Internet sources    ▲TOP

The *MLA Handbook* gives guidelines for making in-text references to print sources. The following section shows how you can apply the same principles to citing online sources in your text.

**1.** **Link an in-text citation of an Internet source to a corresponding entry in the Works Cited.**

According to the *MLA Handbook*, each text reference to an outside source must point clearly to a specific entry in the list of Works Cited. The essential elements of an in-text citation are the author's name (or the document's title, if no author is identified) and a page reference or other information showing where in a source cited material appears.

Create an in-text reference to an Internet source by using a signal phrase, a parenthetical citation, or both a previewing sentence and a parenthetical citation.

### Box 5.1
### Using italics and underlining in MLA style

The *MLA Handbook* provides the following advice for the use of italics and underlining in word-processed texts intended for print-only publication:
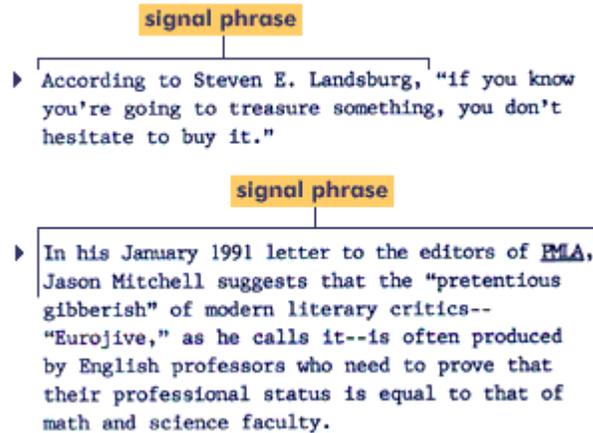
> Many word-processing programs and computer printers permit the reproduction of italic type. In material that will be graded, edited or typeset, however, the type style of every letter and punctuation mark must be easily recognizable. Italic type is sometimes not distinctive enough for this purpose, and you can avoid ambiguity by using underlining when you intend italics. If you wish to use italics rather than underlining, check your instructor's or editor's preferences. (94)

However, when composing in **HTML**, don't substitute underlining for italics, because underlining in HTML indicates that the underlined text is an active **hypertext link**. (All HTML editing programs

automatically underline any text linked to another hypertext or **Web site**.)

When composing Web documents, use italics for titles, for emphasis, and for words, letters, and numbers referred to as such. When you write with programs such as **email** that don't allow italics, type an underscore mark _like this_ before and after text you would otherwise italicize or underline.

**Using a signal phrase**   To introduce cited material consisting of a short quotation, paraphrase, or summary, use either a signal phrase set off by a comma or a signal verb with a *that* clause, as in the following examples. (See 4e for a discussion of signal phrases and verbs.)

signal phrase

▶ According to Steven E. Landsburg, "if you know you're going to treasure something, you don't hesitate to buy it."

signal phrase

▶ In his January 1991 letter to the editors of PMLA, Jason Mitchell suggests that the "pretentious gibberish" of modern literary critics-- "Eurojive," as he calls it--is often produced by English professors who need to prove that their professional status is equal to that of math and science faculty.

Here are the Works Cited entries for these two sources:

> ▶ Landsburg, Steven E. "Who Shall Inherit the Earth?" *Slate* 1 May 1997. 1 Oct. 1999 < http://www.slate.com/Economics/97-05-01/ Economics.asp>.
> ▶ Mitchell, Jason P. Letter. "PMLA Letter." Home page. 10 May 1997. 1 Nov. 1999 <http://sunset.backbone.olemiss.edu/~jmitchel/pmla.htm>.

**Using a parenthetical citation**   To identify the source of a quotation, paraphrase, or summary, place the author's last name in parentheses after the cited material.

> ▶ "Parents know in advance, and with near certainty, that they will be addicted to their children" (Landsburg).
> ▶ In response to Victor Brombert's 1990 MLA presidential address on the "politics of critical language," one correspondent suggests that "some literary scholars envy the scientists their wonderful jargon with its certainty and precision and thus wish to emulate it by creating formidably technical-sounding words of their own" (Mitchell).

Here are the Works Cited entries for these sources:

> ▶ Landsburg, Steven E. "Who Shall Inherit the Earth?" *Slate* 1 May 1997. 1 Oct. 1999 <http://www.slate.com/Economics/97-05-01/ Economics.asp>.
> ▶ Mitchell, Jason P. "PMLA Letter." Home page. 10 May 1997. 1 Nov. 1999 <http://sunset.backbone.olemiss.edu/~jmitchel/pmla.htm>.

a previewing sentence tells readers what to look for in the quotation. Indent the block quotation ten spaces (or two paragraph indents) from the left margin. At the end of the block quotation, cite the source in parentheses after the final punctuation mark.

> ▶ That the heroic and historically important deeds of previously unknown women should be included in history books is evident from the following notice:
>
>> Event: April 26, 1777, Sybil Ludington.
>> On the night of April 26, 1777, Sybil Ludington, age 16, rode through towns in New York and Connecticut to warn that the Redcoats were coming. . . to Danbury, CT. All very Paul Reverish, except Sybil completed HER ride, and SHE thus gathered enough volunteers to help beat back the British the next day. Her ride was twice the distance of Revere's. No poet immortalized (and faked) her accomplishments, but at least her hometown was renamed after her. However, recently the National Rifle Association established a Sybil Ludington women's "freedom" award for meritorious service in furthering the purposes of the NRA as well as use of firearms in competition or in actual life-threatening situations although Sybil never fired a gun. (Stuber)

Here is the Works Cited entry:

> ▶ Stuber, Irene. "April 26, 1996: Episode 638." *Women of Achievement and Herstory: A Frequently-Appearing Newsletter.* 3 May 1996. 11 Dec. 1997 <http://www.academic.marist.edu/woa/ index.htm>.

## 2. Substitute Internet text divisions for page numbers.

The examples in 5a-1 assume that an Internet source has no internal divisions (pages, parts, chapters, headings, sections, subsections). The *MLA Handbook*, however, requires that you identify the location of any cited information as precisely as possible in parentheses. Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has internal divisions, use these instead of page numbers in your citation. Be sure to use divisions inherent in the document and not those provided by your browsing software.

A text reference to a source with divisions may appear in the text along with the author's name or be placed in parentheses after a quotation, paraphrase, or summary.

> ▶ As TyAnna Herrington notes in her Introduction, "Nicholas Negroponte's *Being Digital* provides another welcome not only into an age of technological ubiquity, but into a way of 'being' with technology."
> ▶ "Negroponte's uncomplicated, personal tone fools the reader into a sense that his theses are simplistic" (Herrington "Introduction").

Here is the Works Cited entry:

> ▶ Herrington, TyAnna K. "Being Is Believing." Rev. of *Being Digital*, by Nicholas Negroponte. *Kairos: A Journal for Teaching Writing in Webbed Environments* 1.1 (1996) at "Reviews." 24 May 1996 <http://english.ttu.edu/kairos/1.1>.

## 3. Use source-reflective statements to show where cited material ends.

from a printed source ends. Many Internet sources, however, appear as single screens, and MLA style does not require parenthetical page citations for one-page works. By analogy, a single-screen document cited in text needs no page citation. To let your readers know where your use of an Internet source with no text divisions ends, use a *source-reflective statement.*

Source-reflective statements give you an opportunity to assert your authorial voice. Writers use source-reflective statements to provide editorial comment, clarification, qualification, amplification, dissent, agreement, and so on. In the following example, the absence of a source-reflective statement creates uncertainty as to where use of an Internet source ends.

> ▶ According to TyAnna Herrington, Nicholas Negroponte has the ability to make complex technological issues understandably simple. For those who are not techno-philes, this is a blessing; it allows them to apprehend the real significance of digital technology without feeling that such ideas are too difficult to consider.

In the next example, the writer has added a source-reflective statement to show that use of the source has ended.



Here is the Works Cited entry:

> ▶ Herrington, TyAnna K. "Being Is Believing." Rev. of *Being Digital*, by Nicholas Negroponte. *Kairos: A Journal for Teaching Writing in Webbed Environments* 1.1 (1996) at "Reviews." 24 May 1996 <http://english.ttu.edu/kairos/1.1>.

For updates to MLA citation style, consult the MLA's Web site <http://www.mla.org>
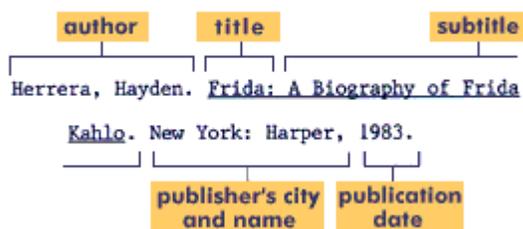
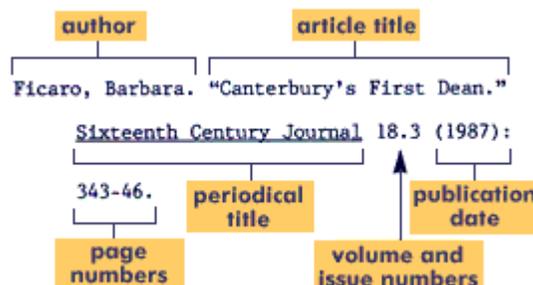## 5b  Works Cited                                                    ▲ TOP

When using MLA style, place a list of cited sources, arranged alphabetically, after the text of your essay and any explanatory notes. The *MLA Handbook* recommends that you "draft the [Works Cited] section in advance, so that you will know what information to give in parenthetical references as you write" (144). Doing this makes in-text citation of sources easier by giving you an idea of what in-text reference options will work best for each citation.

Referring to print sources, the *MLA Handbook* gives the following general models for Works Cited entries:

**Book**

author   title   subtitle

Herrera, Hayden. Frida: A Biography of Frida
Kahlo. New York: Harper, 1983.

publisher's city and name   publication date

**Periodical article**

author   article title

Ficaro, Barbara. "Canterbury's First Dean."

Sixteenth Century Journal 18.3 (1987):

343-46.   periodical title   publication date

page numbers   volume and issue numbers

---

**Box 5.2**
**Using hypertext to document sources on the Web**

The hypertext environment of the World Wide Web doesn't just alter the way you do research, it also lets you document sources in a new way—by using hypertext links. Electronic journals published on the Web are already replacing traditional notes, Works Cited listings, appendixes, and other supporting text with links to the documents being cited. To read more about hypertext documentation, see Chapter 10 of this book. For an example of how it works, look at the format of Andrew Harnack and Eugene Kleppinger, "Beyond the MLA Handbook: Documenting Electronic Sources on the Internet" in *Kairos: A Journal for Teaching Writing in Webbed Environments* 1.2 (1996) at <http://english.ttu.edu/kairos/1.2/ inbox/mla.html> or any essay published in *Kairos* at <http://english.ttu. edu/kairos>.

The *MLA Handbook* also presents numerous variations that accommodate a variety of print sources (e.g., a multivolume work, an editorial). For detailed information on creating a Works Cited list, see Chapter 4 of the *MLA Handbook,* "Documentation: Preparing the List of Works Cited."

For writers creating in-text citations and Works Cited lists for online sources, the *MLA Handbook* provides the following general recommendations:

- Download or print any online material you plan to use, in case it becomes inaccessible online later.
- Don't introduce a hyphen at the break of a URL between two lines.
- If you must divide a URL between two lines, break it only after a slash.[1]

Section 4.9 of the *MLA Handbook* includes models for numerous types of online sources (e.g., an online book, an advertisement, a multidisc publication). The following models for Works Cited entries, based on the recommendations of the *MLA Handbook,* cover the types of sources most often cited by student and professional writers.

## 1. World Wide Web site

When you document sources from the **World Wide Web**, the MLA suggests that your Works Cited entries contain as many items from the following list as are relevant and available:

- Name of the author, editor, compiler, or translator (if available and relevant), alphabetized by last name and followed by any appropriate abbreviations, such as *ed.*
- Title of a poem, short story, article, or other short work within a scholarly project, database, or periodical, in quotation marks
- Title of a book, in italics or underlined
- Name of the editor, compiler, or translator of a book (if applicable and if not cited earlier), preceded by any appropriate abbreviation, such as *ed.*
- Publication information for any print version
- Title of the scholarly project, database, periodical, or professional or personal site (in italics or underlined), or, for a professional or personal site with no title, a description such as *home page*[2]
- Name of the editor of a scholarly project or database (if known)
- Version number (if not part of the title) or, for a journal, the volume, issue, or other identifying number
- Date of electronic publication or posting or latest update, whichever is most recent (if known)
- Name of any institution or organization sponsoring or associated with the Web site
- Date you accessed the source
- URL (in angle brackets)

Although no single entry will contain all fourteen items of information, all Works Cited entries for Web sources contain the following basic information:

**Online document**

▶ Author's name (last name first). Document title. Date of Internet publication. Date of access <URL>.

---

**Box 5.3
Formatting Works Cited Entries in HTML**

Some HTML editors don't let you easily indent the second line of a Works Cited entry. In such instances, bullet the first line of an entry.

- Landsburg, Steven E. "Who Shall Inherit the Earth?" *Slate* 1 May 1997. 1 Oct. 1999 <http://www.slate.com/Economics/97-05-01/ Economics.asp>.
- Mitchell, Jason P. "PMLA Letter." Homepage. 10 May 1997. 1 Nov. 1999 <http://sunset.backbone.olemiss.edu/~jmitchel/pmla.htm>.

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To see how to document specific types of Web sources, refer to the examples throughout this section.

**Personal site**

▶ Pellegrino, Joseph. Home page. 16 Dec. 1998. 1 Oct. 1999 < http://www.english.eku.edu /pellegrino/personal.htm>.

**Professional site**

---

▶ *The William Faulkner Society Home Page.* Ed. Mortimer, Gail. 16 Sept. 1999. William Faulkner Soc. 1 Oct. 1999 <http://www.acad.swarthmore.edu/faulkner>.
▶ *NAIC Online.* 29 Sept. 1999. National Association of Inventors Corporation. 1 Oct. 1999 <http://www.better-investing.org/>.
▶ *U. S. Department of Education (ED) Home Page.* 29 Sept. 1999. US Dept. of Education. 1 Oct. 1999 <http://www.ed.gov/index.html>.
▶ *William Faulkner on the Web* 7 July 1999. U of Mississippi. 20 Sept. 1999 <http://www.mcsr.olemiss.edu/~egjbp/faulkner/ faulkner.html>.

**Book**

An online book may be the electronic text of part or all of a printed book, or a book-length document available only on the Internet (e.g., a work of hyperfiction).

▶ Bird, Isabella L. *A Lady's Life in the Rocky Mountains.* New York, 1881. *Victorian Women Writers Project.* Ed. Perry Willett. 27 May 1999. Indiana U. 4 Oct. 1999 < http://www.indiana.edu/~letrs/vwwp/ bird/rocky.html>.
▶ Bryant, Peter J. "The Age of Mammals." *Biodiversity and Conservation.* 28 Aug. 1999. 4 Oct. 1999 <http://darwin.bio.uci.edu/ ~sustain/bio65/lec02/b65lec02.htm>.
▶ Harnack, Andrew, and Eugene Kleppinger. Preface. *Online! A Reference Guide to Using Internet Sources.* Boston: Bedford/St. Martin's, 2000. 5 Jan. 2000. <http://www.bedfordstmartins.com/ online>.

**Article in an electronic journal (ejournal)**

▶ Joyce, Michael. "On the Birthday of the Stranger (in Memory of John Hawkes)." *Evergreen Review* 5 Mar. 1999. 12 May 1999 <http://www.evergreenreview.com/102/evexcite/joyce/nojoyce.html>.
▶ Wysocki, Anne Frances. "Monitoring Order: Visual Desire, the Organization of Web Pages, and Teach the Rules of Design." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3.2 (1998). 21 Oct. 1999 <http://english.ttu.edu/kairos/3.2/features/wysocki/mOrder0.html>.

**Article in an electronic magazine (ezine)**

▶ Adler, Jerry. "Ghost of Everest." *Newsweek* 17 May 1999. 19 May 1999 <http://newsweek.com/nw-srv/issue/20_99a/printed/int/socu/ so0120_1.htm>.

**Newspaper article**

▶ Wren, Christopher. "A Body on Mt. Everest, a Mystery Half-Solved." *New York Times on the Web* 5 May 1999. 13 May 1999 <http://search.nytimes.com/search/daily/bin/fastweb?getdoc+site+ site+87604+0+wAAA+%22a%7Ebody%7Eon%7Emt.%7Eeverest%22>.

**Review**

▶ 1. Michael Parfit, review of *The Climb: Tragic Ambitions on Everest,* by Anatoli Boukreev and G. Weston DeWalt, *New York Times on the Web* 7 Dec. 1997, 4 Oct. 1999 <http://search. nytimes.com/ books/97/12/07/reviews/971207.07parfitt.html>.

**Editorial**

▶ "Public Should Try Revised Student Achievement Test." Editorial. *Lexington Herald-Leader* 13 Apr. 1999. 4 Oct. 1999 <http://www.kentuckyconnect.com/heraldleader/news/041399/ editorialdocs/413test-1.htm>.

**Letter to the editor**

▶ Gray, Jeremy. Letter. *Lexington Herald-Leader.* 7 May 1999. 7 May 1999 <http://www.kentuckyconnect.com/heraldleader/news/ 050799/lettersdocs/507letters.htm>.

**Scholarly project or information database**

▶ *Center for Reformation and Renaissance Studies.* Ed. Laura E. Hunt and William Barek. May 1998. U of Toronto. 11 May 1999 <http://CITD.SCAR.UTORONTO.CA/crrs/index.html>.
▶ *The Internet Movie Database.* May 1999. Internet Movie Database Ltd. 11 May 1999 <http://us.imdb.com>.

**Short text within a larger project or database**

▶ Whitman, Walt. "Beat! Beat! Drums!" *Project Bartleby Archive.* Ed. Steven Van Leeuwen. May 1998. Columbia U. 11 May 1999 <http://www.bartleby.com/142/112.html>.

**Other Web sources**

When documenting other Web sources—for example, an audio or film clip, a map, or a painting— provide a descriptive phrase (e.g., *map*) if needed.

▶ di Bondone, Giotto. *The Morning of Christ.* 1305. WebMuseum, Paris. 1 June 1999 <http://metalab.unc.edu/wm/paint/auth/ giotto/mourning-christ/mourning-christ.jpg>.
▶ "Methuen, Massachusetts." Map. *U.S. Gazeteer.* US Census Bureau. 4 Oct. 1999 <http://www.census.gov/cgi-bin/gazetteer>.

## 1. Government publication

▶ United States. Senate Comittee on the Judiciary. Children, Violence, and the Media: A Report for Parents and Policy Makers. By Orrin G. Hatch. 14 Sept. 1999. 18 Feb. 2003, <http://judiciary.senate.gov/oldsite/mediavio.htm>.

## 2. Material from a Subscription Service

To document an article or other material accessed through a library or institutional subscription service such as EBSCOhost or Lexis-Nexis, provide the following information:

- Publication information for the source
- Name of the database, in italics or underlined
- Name of the service
- Name of library
- Date of Access
- URL of subscription service's home page, if known

▶ Maynard, W. Barksdale. "Thoreau's House at Walden." Art Bulletin 81 (1999): 303-25. Academic Search Premier. EBSCOhost. Eastern Kentucky U Lib., Richmond. 19 Nov. 2002 <http://www.ebscohost.com>.

## 3. Email message

To document an **email** message, provide the following information:

- Author's name
- Subject line, in quotation marks
- Description of message that includes recipient (e.g., *e-mail to the author*)[3]
- Date of sending

▶ Kleppinger, Eugene. "How to Cite Information from the Web." E-mail to Andrew Harnack. 10 Jan. 1999.

## 4. Web discussion forum posting

To document a posting to a **Web discussion forum**, provide the following information:

- Author's name
- Title of posting, in quotation marks
- Phrase *online posting*
- Date of posting
- Name of forum
- Date of access
- URL, in angle brackets

▶ Colleen. "Climbing Questions." Online posting. 20 Mar. 1999. Climbing Forum. 27 May 1999 <http://www2.gorp.com/forums/ Index.cfm?CFApp=55&Message_ID=18596>.
▶ Marcy, Bob. "Think They'll Find Any Evidence of Mallory & Irvine?" Online posting. 30 Apr. 1999. Mt. Everest >99 Forum. 28 May 1999 < http://everest.mountainzone.com/99/forum>.

## 5. Listserv message

To document a **listserv** message, provide the following information:

- Author's name
- Subject line, in quotation marks
- Phrase *online posting*
- Date of posting
- Name of listserv
- Date of access
- Address of listserv, in angle brackets

▶ Holland, Norman. "Re: Colorless Green Ideas." Online posting. 30 May 1999. Psyart. 1 June 1999 <http://web.clas.ufl.edu/ipsa/ psyart.htm>.
▶ Parente, Victor. "On Expectations of Class Participation." Online posting 27 May 1996. 29 May 1996 < philosed@sued.syr.edu>.

## 6. Newsgroup message

To document information posted in a **newsgroup** discussion, provide the following information:

---

- Author's name
- Subject line, in quotation marks
- Phrase *online posting*
- date of posting
- Date of access
- Name of newsgroup with prefix *news:,* in angle brackets

   ▶ Kaipiainen, Petri. "Re: Did Everest see Everest?" Online posting. 4 May 1999. 2 June 1999 <news:rec.climbing>.

If, after following all the suggestions in 4c-3, you cannot determine the author's name, then use the author's email address, enclosed in angle brackets, as the main entry. When deciding where in your Works Cited to insert such a source, treat the first letter of the email address as though it were capitalized.

   ▶ <lrm583@aol.com> "Thinking of Adoption." 26 May 1996. 29 May 1996 <alt.adoption>.

## 7. Real-time communication

To document a **real-time communication**, such as those posted in **MOOs**, **MUDs**, and **IRCs**, provide the following information:

- Name of speaker(s) (if known)
- Description of event
- Date of event
- Forum (e.g., Diversity University)
- Date of access
- URL or other Internet address, in angle brackets

   ▶ Fox, Rita. ENG 301 Class MOO: Concept mapping for Web project. 2 Feb. 1999. Diversity University. 3 Feb. 1999 <http://moo.du.org:8000>.
   ▶ Sowers, Henry, Miram Fields, and Jane Gurney. Online collaborative conference. 29 May 1999. LinguaMOO. 29 May 1999 <telnet://lingua.utdallas.edu:8888>.

## 8. Telnet, FTP, and gopher sites

**Telnet site**

The most common use of **telnet** is for participation in **real-time communication** (see 5b-6). Although the use of telnet for document retrieval has declined dramatically with increased Web access to texts, numerous archived documents are available only by telnet. To document a telnet site or a file available via telnet, provide the following information:

- Name of author or agency
- Title of document
- Date of publication
- Date of access
- Telnet address, in angle brackets, with directions for accessing document
- Directions for accessing document

   ▶ Environmental Protection Agency. "About the Clean Air Act (CAA) Database." 2 June 1999

<telnet://fedworld.gov>. Path: Regulatory Agencies.

**FTP site**

To document a file available for downloading via **file transfer protocol**, provide the following information:

- Name of author or file
- Title of document
- Size of document (if relevant), in brackets
- Any print publication information, italicized or underlined where appropriate
- Date of online publication, if available
- Date of access
- Complete FTP address, in angle brackets

  ▶ "everest2.gif" [535K]. 4 Apr. 1993. 3 June 1999 <ftp://ftp.ntua.gr/ pub/images/views/sorted.by.type/Mountains/everest2.gif>.
  ▶ Mathews, J. Preface. *Numerical Methods for Mathematics, Science, and Engineering.* 2nd ed. N.p.: Prentice Hall, 1992. 8 June 1999 <ftp://ftp.ntua.gr/pub/netlib/textbook/index.html>.

**Gopher site**

The **gopher** search protocol brings text files from all over the world to your computer. Popular in the early 1990s, especially at universities, gopher was a step toward the **World Wide Web**'s **hypertext transfer protocol (HTTP)**. Although the advent of **HTML** documents and their retrieval on the Web has diminished the use of gopher, many documents can still be accessed through Web browsers.

To document information obtained by using the gopher search protocol, provide the following information:

- Author's name
- Title of document
- Any print publication information, italicized or underlined where appropriate
- Date of online publication
- Date of access
- Gopher address, in angle brackets, with directions for accessing document
- Directions for accessing document

  ▶ Goody, Jack. "History and Anthropology: Convergence and Divergence." *Bulletin of the Institute of Ethnology,* 75.2 (1993). 2 June 1999 <gopher://gopher.sinica.edu.tw/00/ioe/engbull/75b.txt>. Path: Anthropology.

**Work Cited**
Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* New York: Mod. Lang. Assn., 2003.

---

[1]This instruction differs from the one in *Online!* (1d-2). We suggest that, for papers written in MLA style, you follow the MLA's recommendations. (Return to text.)

[2]*Home page* is spelling that the MLA currently recommends. (Return to text.)

[3]*E-mail* is the spelling that the MLA currently recommends. (Return to text.)

---

# Using Chicago Style to Cite and Document Sources

This chapter's guidelines for citing **Internet** sources are based on the principles presented in the fourteenth edition of *The Chicago Manual of Style.*[1] The *Chicago Manual* offers two documentation styles, one using notes and bibliographies, the other using author-date citations and lists of references. The *Chicago Manual* also gives guidelines for spelling and punctuation and discusses the treatment of numbers, quotations, illustrations, tables, foreign languages, mathematical symbols, abbreviations, and so on.

To mark citations in the text, the *Chicago Manual's* note-bibliography style places a superscript number after each quotation, paraphrase, or summary. Citations are numbered sequentially throughout the text, and each citation corresponds to a numbered note containing publication information about the source cited. Such notes are called *footnotes* when printed at the foot of a page and *endnotes* when printed at the end of an essay, chapter, or book. These notes generally serve two purposes: to cite sources and to make cross-references to previous notes. This chapter follows the conventions of the *Chicago Manual's* note-bibliography style.
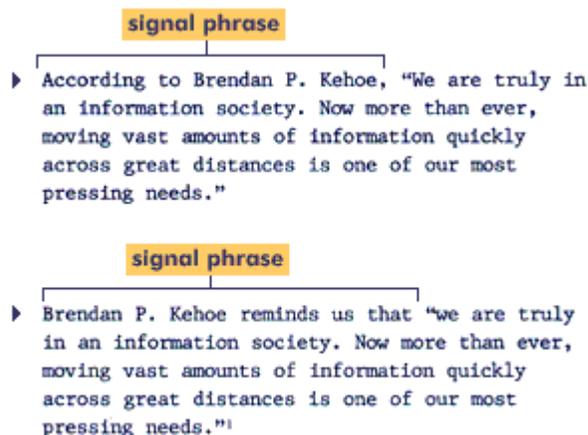
### 7a    Adapting *Chicago* style to cite Internet sources            ▲TOP

Although the *Chicago Manual* provides some advice for documenting information from computerized data services, computer programs, and electronic documents, it contains no advice on documenting Internet sources. The following recommendations adapt the *Chicago Manual's* guidelines and models to Internet sources.

**1.** **Introduce the source of a sort quotation, paraphrase, or summary by using either a signal phrase set off by a comma or a signal verb with a *that* clause.**

The following two examples show how signal phrases can be used to introduce cited material. (See 4e for a discussion of signal phrases and verbs.)

**signal phrase**

▶ According to Brendan P. Kehoe, "We are truly in an information society. Now more than ever, moving vast amounts of information quickly across great distances is one of our most pressing needs."

**signal phrase**

▶ Brendan P. Kehoe reminds us that "we are truly in an information society. Now more than ever, moving vast amounts of information quickly across great distances is one of our most pressing needs."[1]

Here is the note for this source:

▶ 1. Brendan P. Kehoe, *Zen and the Art of the Internet*, January 1992,

<http://www.cs.indiana.edu/docproject/zen/zen-1.0_toc.html> (4 June 1999), Network Basics.

---

**Box 7.1**
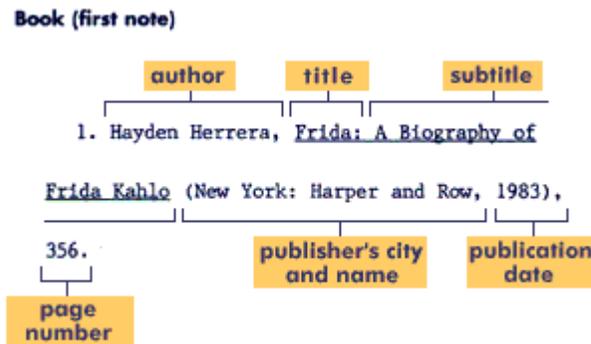**Using italics and underlining in *Chicago* style**

*Chicago* style recommends italicizing certain elements (e.g., book and journal titles) in printed text. Use underlining if your instructor requires it or if your typewriter or word-processing program can't produce italics. However, the use of underlining to represent italics becomes a problem when you compose texts for online publication. On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active hypertext link. (All HTML editing programs automatically underline any text linked to another hypertext or Web site.)

When composing Web documents, avoid underlining. Instead, use italics for titles, for emphasis, and for words, letters, and numbers referred to as such. When you write with programs such as email that don't allow italics, type an underscore mark _like this_ before and after text you would otherwise italicize or underline.
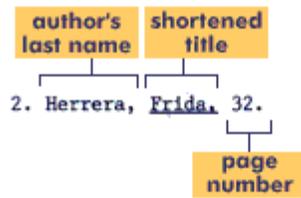
---

**2.** **Link an in-text citation of an Internet source to a corresponding note.**

According to *Chicago* style, the first note for a given source should include all the information necessary to identify and locate the source: the author's full name, the full title of the book, the name of the editor, the place of publication, the name of the publisher, the publication date, and page numbers indicating the location of the quoted information. In subsequent references to the source, give only the author's last name followed by a comma, a shortened version of the title followed by a comma, and the page reference.
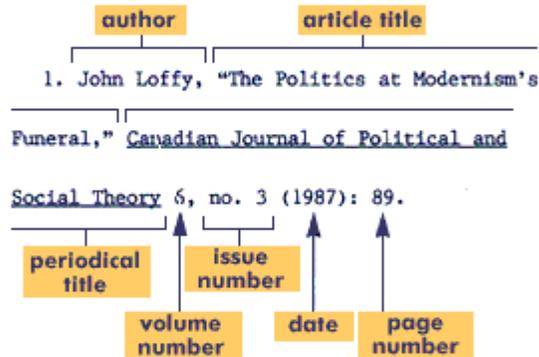
Indent the first line of each note five spaces (or one paragraph indent). Begin with a number followed by a period. Leave one space before the first word of the note. If you are double-spacing your manuscript, double-space the notes as well.

**Book (first note)**
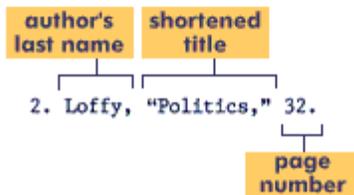
author   title   subtitle

1. Hayden Herrera, Frida: A Biography of

Frida Kahlo (New York: Harper and Row, 1983),

356.                    publisher's city        publication
                        and name                date

page
number

---

**Book (subsequent note)**

author's last name | shortened title

2. Herrera, Frida, 32.

page number

**Periodical article (first note)**

author | article title

1. John Loffy, "The Politics at Modernism's

Funeral," Canadian Journal of Political and

Social Theory 6, no. 3 (1987): 89.

periodical title | issue number | volume number | date | page number

**Periodical article (subsequent note)**

author's last name | shortened title

2. Loffy, "Politics," 32.

page number

Here is how you would document the first reference to a source:

▶ According to Professor Tom Wilson, "the idea of the electronic library has emerged as a model for future systems, already implemented in some forms and to some degree in various places."[1]

Here is the corresponding note:

▶ 1. Tom Wilson, "'In the Beginning Was the Word': Social and Economic Factors in Scholarly Electronic Communication," ELVIRA Conference Keynote Paper, 1009, 10 April 1995, <http://www.shef. ac.uk/~is/wilson/publications/elvira.html> (23 May 1999), Introduction.

Here is a second reference to the source:

▶ Professor Wilson contends that "a new system of scholarly communication, based on electronic systems and networks, not only necessitates new models for the concepts of journals, library, and publishing, but also new interpersonal and institutional mores,

customs, and practices."[2]

Here is the note:

> ▶ 2. Wilson, "'In the Beginning,'" Introduction.

## 3. Substitute Internet text divisions for page numbers.

The *Chicago Manual* requires that a note include a page reference or similar information for locating material in a source. Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has internal divisions, use these instead of page numbers in your citation. Be sure to use divisions inherent in the document and not those provided by your browsing software.

In the following example, the Introduction serves as a text division for an Internet source.

> ▶ As TyAnna Herrington observes, "Nicholas Negroponte's *Being Digital* provides another welcome not only into an age of technological ubiquity, but into a way of 'being' with technology."[1]

Here is the note:

> ▶ 1. TyAnna K. Herrington, "Being Is Believing," review of *Being Digital*, by Nicholas Negroponte, *Kairos: A Journal for Teaching Writing in Webbed Environments* 1, no.1 (1996), <http://english. ttu.edu/kairos/1.1> (24 May 1999), Introduction.

**Box 7.2**
**Using hypertext to document sources on the Web**

The hypertext environment of the World Wide Web doesn't just alter the way you do research, it also lets you document sources in a new way—by using hypertext links. Electronic journals published on the Web are already replacing traditional notes, bibliographies, appendixes, and other supporting text with links to the documents being cited. To read more about hypertext documentation, see Chapter 10 in this book. For an example of how it works, see the sample paper for this chapter (described in 7d), look at the format of the *Harvard Educational Review* at http://gseweb.harvard.edu/~hepg/her.html.

**7b   Notes**                                                    ▲ TOP

See 7a-2 for the basic *Chicago*-style models for documenting printed books and periodicals. For additional information about documenting print sources, see Chapters 15 and 16 of the *Chicago Manual.*

Extending the citation practice of the *Chicago Manual* to include Internet sources produces the following model:

> ▶ 1. Author's name (in normal order), document title, date of Internet publication, <URL> or other retrieval information (date of access), text division (if applicable).

This model combines the stylistic elements of *Chicago*-style author-date citation[2] with the elements necessary for identifying an Internet source. The publication date appears close to the title of the document, while the date of access follows the **URL** or other access information. The text division

occupies the final position in the note, as page numbers would for a printed source.

Internet sources differ in the kinds of information that are important for retrieval, and the model for each type of source reflects the information needed to retrieve that source. The following models enable you to document Internet sources in a manner consistent with the principles of *Chicago* style.

## 1. World Wide Web site

To document a file available for viewing and downloading via the **World Wide Web**, provide the following information:

- Author's name
- Title of document, in quotation marks
- Title of complete work (if relevant), in italics or underlined
- Date of publication or last revisionD
- URL, in angle brackets
- Date of access, in parentheses

**Personal site**

▶ 1. Joseph Pellegrino, "Homepage," 12 May 1999, <http://www.english.eku.edu/pellegrino/default.htm> (12 June 1999).

**Professional site**

▶ 1. Gail Mortimer, *The William Faulkner Society Home Page*, 16 September 1999, <http://www.utep.edu/mortimer/faulkner/main faulkner.htm> (19 November 1997).
▶ 2. National Association of Investors Corporation, *NAIC Online,* 20 September 1999, <http://www.better-investing.org> (1 October 1999).

**Book**

An online book may be the electronic text of part or all of the printed book, or a book-length document available only on the Internet (e.g., a work of **hyperfiction**).

▶ 1. Peter J. Bryant, "The Age of Mammals," in *Biodiversity and Conservation* April 1999, < http://darwin.bio.uci.edu/~sustain/bio65/index.html> (11 May 1999).

**Article in an electronic journal (ejournal)**

▶ 1. Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3, no. 1 (1997), <http://english.ttu.edu/kairos /2.1/features/browning/index.html> (21 October 1999).
**Article in an electronic magazine (ezine)**
▶ 1. Nathan Myhrvold, "Confessions of a Cybershaman," *Slate,* 12 June 1997, <http://www .slate.com/CriticalMass/97-06-12/CriticalMass.asp> (19 October 1997).

**Newspaper article**

▶ 1. Christopher Wren, "A Body on Mt. Everest, a Mystery Half-Solved," *New York Times on the Web,* 5 May 1999,

<http://search.nytimes.com/search/daily/bin/fastweb?getdoc+site+
site+87604+0+wAAA+%22a%7Ebody%7Eon%7Emt.%7Eeverest%22> (13 May 1999).

**Review**

▶ 1. Michael Parfit, review of *The Climb: Tragic Ambitions on Everest,* by Anatoli Boukreev
and G. Weston DeWalt, *New York Times on the Web,* 7 December 1997,
<http://search.nytimes.com/ books/97/12/07/reviews/971207.07parfitt.html>

**Government publication**

▶ 1. George Bush, "Principles of Ethical Conduct for Government Officers and
Employees," Executive Order 12674, 12 April 1989, pt. 1,
<http://www.usoge.gov/exorders/eo12674.html> (30 October 1997).

To cite information appearing in a frame within a larger Web document, use the guidelines in 7b-10
for linkage data.

## 2. Material from a subscription service

To document an article or other material accessed through a library or institutional subscription
service such as EBSCOhost or Lexis-Nexis, provide the following information:

- Publication information for the source
- Name of database, in italics or underlined
- Name of subscription service
- Date of access, in parenthesis

▶ Robin M. Kowalski, "Whining, griping, and complaining: Positivity in the negativity,"
Journal of Clinical Psychology, 58, no. 9 (2002): 1023. Academic Search Premier
Database, EBSCOhost (19 December 2002).

## 3. Email message

To document an **email** message, provide the following information:

- Author's name
- Subject line, in quotation marks
- Date of sending
- Type of communication (personal email, distribution list, office communication)
- Date of access, in parentheses

▶ 1. Norman Franke, "SoundApp 2.0.2," 29 April 1996, personal email (3 May 1996).
▶ 2. Danny Robinette, "Epiphany Project," 30 April 1999, office communication (29 May
1999).

## 4. Web discussion forum posting

To document a posting to a **Web discussion forum** , provide the following information:

---

- Author's name
- Title of posting, in quotation marks
- Date of posting
- URL, in angle brackets
- Date of access, in parentheses

▶ 1. Daniel LaLiberte, "HyperNews Instructions," 23 May 1996, <http://union.ncsa.uiuc.edu/ HyperNews/get/hypernews /instructions.html> (24 May 1996).
▶ 2. Art Saffran, "It's Not That Hard," 5 January 1996, <http://union. nsca.uiuc.edu/HyperNews/get/hypernews/instructions/90/1/1.html> (24 May 1996).

## 5. Listserv message

To document a **listserv** message, provide the following information:

- Author's name
- Subject line, in quotation marks
- Date of posting
- Listserv address, in angle brackets
- Date of access, in parentheses

▶ 1. Victor Parente, "On Expectations of Class Participation," 27 May 1996, <philosed@sued.syr.edu> (29 May 1996).
▶ 1. Norman Holland, "Re: Colorless Green Ideas," 30 May 1999, <http://web.clas.ufl.edu/ipsa/psyart.htm> (1 June 1999).

## 6. Newsgroup message

To document information posted in a **newsgroup** discussion, provide the following information:

- Author's name
- Subject line, in quotation marks
- Date of posting
- Name of newsgroup, in angle brackets
- Date of access, in parentheses

▶ 1. Robert Slade, "UNIX Made Easy," 26 March 1996, <alt.books.reviews> (31 March 1996).

If, after following all the suggestions in 4c-3, you cannot determine the author's name, then use the author's email address, enclosed in angle brackets, as the main entry. When you alphabetize such sources in your Bibliography, treat the first letter of the email address as though it were capitalized.

▶ 2. <lrm583@aol.com> "Thinking of Adoption," 26 May 1996, <alt.adoption> (29 May 1996).

## 7. Real-time communication

To document a **real-time communication**, such as those posted in **MOOs**, **MUDs**, and **IRCs**, provide the following information:

- Name of speaker(s) (if known), or name of site
- Title of event (if appropriate), in quotation marks
- Date of event
- Type of communication (group discussion, personal interview), if not indicated elsewhere in entry
- URL (in angle brackets) or other Internet address
- Date of access, in parentheses

▶ 1. LambdaMOO, "Seminar Discussion on Netiquette," 28 May 1996, <telnet://lambda.parc .xerox.edu:8888> (28 May 1996).
▶ 2. Andrew Harnack, "Words," 4 April 1999, group discussion, <telnet moo.du.org/port=8888> 5 April 1999).

## 8. Telnet, FTP, and gopher sites

**Telnet site**

The most common use of *telnet* is for participation in *real-time communication* (see 7b-6). Although the use of telnet for document retrieval has declined dramatically with increased Web access to texts, numerous archived documents are available only by telnet. To document a telnet site or a file available via telnet, provide the following information:

- Name of author or agency
- Title of document
- Date of publication
- Telnet address in angle brackets, with directions for accessing document
- Date of access, in parentheses

▶ 1. Aquatic Conservation Network, "About the Aquatic Conservation Network," *National Capital Freenet,* n.d., <telnet://freenet.carleton.ca> login as guest, go acn, press 1 (28 May 1999).

**FTP site**

To document a file for downloading via **file transfer protocol**, provide the following information:

- Name of author or file
- Title of document
- Size of document (if relevant)
- Date of publication (if available)
- Any print publication information, italicized or underlined where appropriate
- Complete FTP address
- Date of access, in parentheses

▶ 1. everest2.gif [535K], 4 April 1993, <ftp.ntua.gr/pub/images/views/ sorted.by.type/Mountains/everest2.gif> (3 June 1999).
▶ 2. John Mathews, preface to *Numerical Methods for Mathematics, Science, and Engineering* (Upper Saddle River, NJ: Prentice Hall, 1992), <ftp://ftp.ntua.gr/pub/netlib/textbook/index.html> (6 June 1999).

**Gopher site**

The **gopher** search **protocol** brings text files from all over the world to your computer. Popular in the early 1990s, especially in universities, gopher was a step toward the **World Wide Web**'s **hypertext transfer protocol (HTTP)**. Although the advent of **HTML** documents and their retrieval on the Web has diminished the use of gopher, many documents can still be accessed.

To document information obtained by using the gopher search protocol, provide the following information:

- Author's name
- Title of document
- Any print publication information, italicized or underlined where appropriate
- Date of online publication
- Gopher address, in angle brackets, with directions for accessing document
- Date of access, in parentheses

▶ 1. Jack Goody, "History and Anthropology: Convergence and Divergence," *Bulletin of the Institute of Ethnology* 75, no. 2 (Spring 1993): n.p., <gopher://gopher.sinica.edu.tw/00/ioe/engbull/75b.txt> (2 June 1999).

## 7c  Bibliography ▲TOP

Since the first note reference to a source includes all the information necessary to verify or retrieve a citation, your *Chicago*-style research paper may not include a Bibliography. If you decide to include one (or are required to do so by an instructor or editor), an alphabetized list of sources will do the trick. (The Bibliography may also be titled Sources Consulted, Works Cited, or Selected Bibliography, if any of those titles more accurately describes the list.)

Bibliography entries differ from first note references in the following ways:

1. Authors' names are inverted.
2. Elements of entries are separated by periods.
3. The first line of each entry is flush with the left margin, and subsequent lines are indented three or four spaces.

If the rest of your manuscript is typed double-spaced, double-space the Bibliography as well.

Compare the following note with the corresponding Bibliography entry:

▶  2. Jason Crawford Teague, "Frames in Action," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, August 20, 1998. <http://english.ttu.edu/kairos/2.1> (7 October 1999).
▶ Teague, Jason Crawford. "Frames in Action." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, August 20,1998. <http://english.ttu.edu/kairos/2.1> (7 October 1999).

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[1] *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993). When this online chapter of *Online!* cites the *Chicago Manual*, it does so in footnotes such as this one.

[2] See *Chicago Manual*, sections 15.154 and 15.231.

# Using CBE Style to Cite and Document Sources

This chapter's guidelines for citing Internet sources stem from the principles presented in the sixth edition of *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers,* published by the Council of Biology Editors (now the Council of Science Editors) in 1994. Many writers in the natural sciences use the citation style recommended in the *CBE Manual,* which also gives advice for styling and formatting scientific papers, journals, and books for publication. Its editors offer two methods for citing and documenting sources: the citation-sequence system and the name-year system.

**Important note:** The seventh edition of *Scientific Style and Format*, which will be published soon, gives new recommendations for citing electronic sources. While these recommendations are not included here, you can find out more about them by visiting the CSE's Web site at http://www.councilscienceeditors.org/pubs_citing_internet.shtml.

## 8a   Using CBE in-text citation style                          ▲ TOP

This section briefly describes the citation-sequence and name-year citation systems. Use the system preferred by your instructor or by the journal you are writing for, and consult Chapter 30 of the *CBE Manual,* "Citations and References," for detailed advice. The **Internet** documentation models presented in 8b are compatible with the principles of both systems.

> **Box 8.1**
> **Using italics and underlining in CBE style**
>
> CBE style doesn't specify the use of italics or underlining in References entries, leaving such matters to the discretion of writers and editors. In your writing, you may decide that you need to highlight certain titles, terms, or symbols. The use of underlining to represent italics becomes a problem when you compose texts for online publication. On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active hypertext link. (All HTML editing programs automatically underline any text linked to another hypertext or Web site.)
>
> When composing Web documents, avoid underlining. Instead, use italics for titles, for emphasis, and for words, letters, and numbers referred to as such. When you write with programs such as email that don't allow italics, type an underscore mark _like this_ before and after text you would otherwise italicize or underline.

## 1. The citation-sequence system

When using the citation-sequence system, key cited sources to a list of references that are numbered in the order in which they appear in the text. Use a superscript number[1] or a number in parentheses (1) following any reference to a source. (Most instructors prefer superscript numbers to numbers in parentheses. If you're a student, ask your instructor which style he or she prefers.) If a single reference points to more than one source, list the source numbers[1,3,6] in a series. Use a comma (but no following space) to separate two numbers, or numbers[1,3] that do not form a sequence. Use a dash to separate more than two numbers[1-3] that form a sequence. If you cite a source again later in the paper, refer to it by its original number.

In the citation-sequence format, the date of publication is listed after the publisher's name (for books) or after the periodical name (for articles). The following example uses the citation-sequence system.

▶ Ungvarski[1] claims that most HIV-positive patients lose weight as their illness progresses. The World Health Organization has recognized HIV wasting syndrome as an AIDS-defining condition.[2]

HIV wasting is caused partly by an increase in the level of tumor necrosis factor (TNF). . . . This increase in TNF leads to the accelerated muscle breakdown characteristic of HIV wasting syndrome.[1,3]

Here are the References entries for these three sources:

▶ [1] Ungvarski PJ, Staats J. HIV/AIDS: A guide to nursing care. 3rd ed. Philadelphia: WB Saunders; 1995. p 47.

[2] World Health Organization. World health statistics annual: 1993. Geneva: World Health Organization; 1994.

[3] Coodley GO, Loveless MO, Merrill TM. The HIV wasting syndrome: a review. J Acquired Immune Deficiency Syndromes 1994 July; 7(7):681-94. p 681.

## 2. The name-year system

When using the name-year system, key cited sources to an alphabetically arranged list of references. In the name-year format, the date of publication immediately follows the author's name. The following example uses the name-year system.

▶ The discovery in normal cells of genes capable of causing tumors can be considered a milestone in cancer research (Stehelin and others 1976). Recent work (Sarkar, Zhao, and Sarkar 1995) has confirmed the importance of this finding. As Bishop and Varmus (1985) point out, numerous results now suggest that changes in these genes transform normal cells into cancerous ones.

Here are the References entries for these three sources:

▶ Bishop JM, Varmus HE. 1985. Functions and origins of retroviral transforming genes. In: Weiss R, Teich N, Varmus HE, Coffin J, editors. RNA tumor viruses. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory Press. p 999-1019.
▶ Sarkar T, Zhao W, Sarkar NH. 1995 Oct. Expression of jun oncogene in rodent and human breast tumors. World Wide Web J Biology 1(1). <http://www.epress.com/w3jbio/vol1/sarkar/sarkar.html>. Accessed 1996 23 Oct.
▶ Stehelin D, Varmus HE, Bishop JM, Vogt PK. 1976. DNA related to the transforming gene(s) of avian sarcoma viruses is present in normal avian DNA. Nature 260:170-73.

## 8b References ▲TOP

The *CBE Manual* provides models for documenting electronic journal articles and books, some of which are available on the **World Wide Web** and by **FTP** and **gopher**. The Council of Biology Editors has established conventions for citing electronically published articles and books, and you are encouraged to follow them as outlined in the *CBE Manual.* When you cite other Internet sources, use the guidelines in this section. The examples shown follow the citation-sequence system, but you can easily adapt them to the name-year system by deleting the superscripts and alphabetizing the entries.

List the References at the end of your research paper but before any appendixes or explanatory notes. For Internet sources, use the following model:

> ▶ Author's name (last name, first and any middle initials). Date of Internet publication. Document title. <URL> or other retrieval information. Date of access.

| **Box 8.2**<br>**Using hypertext to document sources on the Web** |
|---|
| The hypertext environment of the World Wide Web doesn't just alter the way you do research, it also lets you document sources in a new way--by using hypertext links. Electronic journals published on the Web are already replacing traditional notes, References listings, appendixes, and other supporting text with links to the documents being cited. To read more about hypertext documentation, see Chapter 10 in the book. For an example of how it works, see the sample paper for this chapter (described in 8c), or look at the format of *The World Wide Web Journal of Biology* at <http://www.epress.com/w3jbio>. |

Internet sources differ in the kinds of information that are important for retrieval, and the model for each type of source reflects the information needed to retrieve that source. The following models enable you to document Internet sources in a manner consistent with the principles of CBE style.

## 1. World Wide Web site

To document a file available for viewing and downloading via the **World Wide Web**, provide the following information:

- Author's name (if known)
- Date of publication or last revision
- Title of document
- Title of complete work (if relevant)
- URL, in angle brackets
- Date of access

**Personal site**

> ▶ [1]Pellegrino J. 1999 May 12. Homepage. <http://www.english. eku.edu/pellegrino/default.htm> Accessed 1999 Nov 7.

**Professional site**

> ▶ [1][CBE] Council of Biology Editors. 1999 Oct 5. CBE home page. <http://www.councilscienceeditors.org>. Accessed 1999 Oct 7.

**Book**

An online book may be the electronic text of part of all of a printed book, or a book-length document available only on the Internet (e.g., a work of **hyperfiction**).

> ▶ [1]Bryant P. 1999 Aug 28. Biodiversity and conservation.

<http://darwin.bio.uci.edu/~sustain/bio65/index.html>. Accessed 1999 Oct 4.

**Article in an electronic journal (ejournal)**

▶ [1]Browning T. 1997. Embedded visuals: student design in Web spaces. Kairos: A Journal for Teachers of Writing in Webbed Environments 3(1). <http://english.ttu.edu/kairos/2.1/features/ browning/bridge.html>. Accessed 1997 Oct 21.

**Abstract**

▶ [1]Isaac JD, Sansone C, Smith JL. 1999 May. Other people as a source of interest in an activity [abstract]. In J Experimental Soc Psychol 35:239-65. IDEAL database <http://www.europe.idealibrary. com>. Accessed 1999 Jun 7.

**Article in an electronic magazine (ezine)**

▶ [1]Myhrvold N. 1997 Jun 12. Confessions of a cybershaman. Slate. <http://www.slate.com /CriticalMass/97-06-12/CriticalMass.asp>. Accessed 1997 Oct 19.
▶ [2]Glockle WG, Nonnenmacher TF. 1995. A fractional calculus approach to self-similar protein dynamics. Biophysical J Abstr 68(1):46. <http://www.biophysj.org/cgi/content/abstract/68/1/46>. Accessed 1996 Jul 25.

**Newspaper Article**

▶ [1]Azar B, Martin S. 1999 Oct. APA's Council of Representatives endorses new standards for testing, high school psychology. APA Monitor. <http://www.apa.org/monitor/tools.html>. Accessed 1999 Oct 7.

**Government publication**

▶ [1]Bush G. 1989 Apr 12. Principles of ethical conduct for government officers and employees. Executive Order 12674. Part 1. <http://www.usoge.gov/exorders/eo12674.html>. Accessed 1997 Nov 18.

## 2. Material from a subscription service

To document an article or other material accessed through a library or institutional subscription service such as EBSCOhost or Lexis-Nexis, provide

- Publication information for the source
- Database name
- Phrase "databse on the Internet," in square brackets
- Place of publication
- Name of subscription service
- Database copyright date
- Date of access, in square brackets
- Number of pages, screens, or lines, in square brackets
- Availability statement with URL and, if provided, the accession number

▶ Berger D. The failure of theory: models of the solar system. National Forum 2001 81(1): 6-9. In: Academic Search Premiere [database on the Internet]. Birmingham (AL): EBSCOhost; c 2002-[cited 2002 Sep 28]. [about 65 lines]. Available from

<http://web17.epnet.com/citation.asp?tb=l&_ug=dbs+7+1n+en%2Dus+sid+1DEB684A%2D1
1D2%2D4E91%+20010101+dstb=web>. Accession No.: 4172628.

## 3. Email message

To document an **email** message, provide the following information:

- Author's name
- Date of sending
- Subject line
- Type of communication (personal email, distribution list, office communication), in square brackets
- Date of access

  ▶ [1]Franke N. 1996 Apr 29. SoundApp 2.0.2 [Personal email]. Accessed 1996 May 3.
  ▶ [2]Robinette D. 1999 Apr 30. Epiphany project [Office communication]. Accessed 1999 May 23.

## 4. Web discussion forum posting

To document a posting to a **Web discussion forum**, provide the following information:

- Author's name
- Date of posting
- Title of posting
- URL, in angle brackets
- Date of access

  ▶ [1]LaLiberte D. 1996 May 23. HyperNews instructions. <http://union.
  ncsa.uiuc.edu/HyperNews/get/hypernews/instructions.html>. Accessed 1996 May 24.
  ▶ [2]Saffran A. 1996 Jan 5. It's not that hard. < http://union.ncsa.uiuc
  .edu/HyperNews/get/hypernews/instructions /90/1/1.html>. Accessed 1996 May 24.

## 5. Listserv message

To document a **listserv** message, provide the following information:

- Author's name
- Date of posting
- Subject line
- Listserv address, in angle brackets
- Date of access

  ▶ [1]Parente V. 1996 May 27. On expectations of class participation.
  <philosed@sued.syr.edu>. Accessed 1996 May 29.
  ▶ [2]Holland N. 1999 May 30. Re: colorless green ideas.
  <http://web.clas.ufl.edu/ipsa/psyart.htm>

## 6. Newsgroup message

To document information posted in a **newsgroup** discussion, provide the following information:

- Author's name
- Date of posting
- Subject line
- Name of newsgroup, in angle brackets
- Date of access

▶ [1]Slade R. 1996 Mar 26. UNIX made easy. <alt.books.reviews>. Accessed 1996 Mar 31.

If, after following all the suggestions in 4c-3, you cannot determine the author's name, then use the author's email address, enclosed in angle brackets, as the main entry.

▶ [2]<lrm583@aol.com> 1996 May 26. Thinking of adoption. <alt.adoption>. Accessed 1996 May 29.

## 7. Real-time communication

To document a **real-time communication**, such as those posted in **MOOs**, **MUDs**, and **IRCs**, provide the following information:

- Name of speaker(s) (if known), or name of site
- Date of event
- Title of event (if relevant)
- Type of communication (e.g., group discussion, personal interview), if not indicated elsewhere in entry, in square brackets
- URL (in angle brackets) or other Internet address
- Date of access

▶ [1]LambdaMOO. 1996 May 28. Seminar discussion on netiquette. <telnet://lambda.parc.xerox.edu:8888>. Accessed 1996 May 28.
▶ [2]Harnack A. 1999 Apr 4. Words. [Group discussion]. <telnet moo.du.org/port=8888>. Accessed 1999 Apr 5.

## 8. Telnet, FTP, and gopher sites

**Telnet site**

The most common use of **telnet** is for participation in **real-time communication** (see 8b-6). Although the use of telnet for document retrieval has declined dramatically with increased Web access to texts, numerous archived documents are available only by telnet. To document a telnet site or a file available via telnet, provide the following information:

- Name of author or agency
- Date of publication
- Title of document
- Telnet address, in angle brackets, with directions for accessing document
- Date of access

▶ [1]Aquatic Conservation Network. n.d. About the Aquatic Conservation Network. National

Capital Freenet. <telnet://freenet.carleton.ca> login as guest, go acn, press 1. Accessed 1999 May 28.

**FTP site**

To document a file available for downloading via **file transfer protocol**, provide the following information:

- Name of author or file
- Date of online publication (if available)
- Title of document
- Telnet address, in angle brackets, with directions for accessing document
- Date of access

▶ [1]everest2.gif [535K]. 1993 Apr 4. <ftp://ftp.ntua.gr/pub/images/ views/sorted.by.type/Mountains/everest2.gif>. Accessed 1999 Jun 3.
▶ [2]Mathews J. 1992. Numerical methods for mathematics, science, and engineering. Upper Saddle River (NJ): Prentice Hall. <>. Accessed 1999 Jun 6.

**Gopher site**

The **gopher** search **protocol** brings text files from all over teh world to your computer. Popular in the early 1990s, especially in universities, gopher was a step toward the **World Wide Web**'s **hypertext transfer protocol (HTTP)**. Although the advent of **HTML** documents and their retrieval on the Web has diminished the use of gopher, many documents can still be accessed. To document information obtained by using the gopher search protocol, provide the following information:

- Author's name
- Date of online publication
- Title of document
- Any print publication information
- Gopher address, in angle brackets, with directions for accessing documents
- Date of access

▶ [1]Smith CA. 1994. National extension model of critical parenting practices. <gopher://tinman.mes.umn.edu:4242/11/Other/Other/ NEM_Parent>. Accessed 1999 May 28.

Consultado en agosto de 2005: http://www.bedfordstmartins.com/online/shrttoc.html